

# **SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

## **Administration Committee Minutes**

**November 4, 2004**

**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor, Los Angeles, CA 90017. The meeting was called to order by the Chairperson, Councilmember Richard Dixon, City of Lake Forest. There was a quorum.

### **1.0 CALL TO ORDER**

Chairman Richard Dixon called the meeting to order at 9:05 a.m.

#### **Committee Members Present:**

Mayor Jim Aldinger	City of Manhattan Beach
Mayor William Alexander	City of Rancho Cucamonga
Mayor Harry Baldwin	City of San Gabriel
Councilmember Paul Bowlen	City of Cerritos
Mayor Margaret Clark	City of Rosemead
Councilmember Mike Dispenza	City of Palmdale
Mayor Richard Dixon	City of Lake Forest
Mayor Alta Duke	City of La Palma
Councilmember Lee Ann Garcia	City of Grand Terrace
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Mayor Pro-Tem Keith McCarthy	City of Downey
Councilmember Paul Nowatka	City of Cerritos
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Bev Perry	City of Brea
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Councilmember Deborah Robertson	City of Rialto
Vice Mayor Sidney Tyler	City of Pasadena
Councilmember Dennis Washburn	City of Calabasas
Mayor Toni Young	City of Port Hueneme

#### **Committee Members Absent:**

Supervisor Judy Mikels	County of Ventura
Councilmember Bea Proo	City of Pico Rivera
Councilmember Ron Roberts	City of Temecula
Mayor Bob Yousefian	City of Glendale

#### **Staff Present:**

Heather Copp	Chief Financial Officer
Charlie Wagner	Manager of Finance
Ed Paul	Internal Auditor

**Others Present:**

Catherine McMillan	CVAG
Jeff Lustgarten	Cerrell Associates
Zahi Faranesh	SCAG
Gina Gibson	SCAG
David Sosa	Caltrans

**2.0 PUBLIC COMMENT PERIOD**

No public comments.

**3.0 CONSENT CALENDAR**

The Consent Calendar was APPROVED (Councilmember Bev Perry), SECONDED (Mayor William Alexander) and UNANIMOUSLY APPROVED.

**3.1 Approval Items**

3.1.1 Approval of October 7, 2004 Minutes

3.1.2 Approval of Contracts

- IBI Group
- Solimar Research Group

3.1.3 Approve Proposed Date, Location & Budget for SCAG's 2005 Regional Council Retreat

3.1.4 Approve Letter of Support for Caltrans Application

**3.2 Receive & File**

3.2.1 Contracts & PO's between \$5,000-\$25,000

**4.0 ACTION ITEMS**

4.1 FY 2004-2005 OWP Budget Amendment #2

Janet Henderson reported that this amendment is requesting to modify some work scopes and schedules, add new projects, and fully fund projects started in July. The amendment will be adjusting funding to consultant contracts that began last year, based on actual expenditures and SCAG staff projects have been revised to shift some personnel hours to other projects requiring resources of more time. New projects are being proposed for SCAG and the Subregions. All of the proposed projects have been reviewed carefully to ensure all of the requested funds can be spent by June 30, 2005. SCAG currently has over \$2.2 million in federal funds available to be programmed.

Janet Henderson reported that with this amendment SCAG is proposing to program only half of the funds currently available, the balance of the funds not programmed will be available to begin July 1, 2005. There have been some revisions made to project scopes and schedules to provide an accurate picture of what is actually taking place now that the work has begun.

The amendment brings the total funds in the Overall Work Program from \$32 million to just over \$33 million.

Ron Loveridge asked how the measures of accomplishments are identified.

Mark Pisano answered that at the beginning of the year a plan is set. At the end of the year, he is evaluated based on whether or not the organization accomplished what it was supposed to. Also, each staff member with an OWP project has that identified in their performance agreement. He suggested that there be more committee discussion of the progress reports and year-end evaluation report to keep on-going status of accomplishments.

It was MOVED (Mayor William Alexander), SECONDED (Councilmember Bev Perry) and UNANIMOUSLY APPROVED to adopt Resolution 04-456-1 approving FY 2004-2005 OWP Amendment #2.

#### 4.2 Audit/Best Practices Subcommittee Report

Chris Ray, Partner, KPMG reported that their opinion for SCAG's financial statements is Unqualified, which is as good as it can get. Because SCAG is a governmental organization it receives multiple opinions, all of which were found Unqualified. There were no identified reportable conditions or material weaknesses in internal controls and compliance factors. He also reported that there are no specific management letter comments this year.

Heather Copp announced that for the FY 2002-2003 Financial Statements, SCAG has been awarded the GFOA Award for Excellence in Financial Reporting and Accounting.

Richard Dixon asked that a letter be sent to Bert Becker thanking him for his efforts toward this achievement.

It was MOVED (Supervisor Hand Kuiper), SECONDED (Councilmember Bev Perry) and UNANIMOUSLY APPROVED to adopt the Annual Financial Statements.

### 5.0 INFORMATION ITEMS

#### 5.1 Joe Meyers, Native American Liaison

Arnold San Miguel presented some background on Joe Meyers and introduced him to the Committee.

Joe Meyers, National Indian Justice Center, made a presentation on the background of the 16 federally recognized sovereign tribes and the importance of a relationship between the tribes and SCAG.

Richard Dixon requested that a copy of the report Joe Myers has produced be provided to the Administration Committee for their review.

## 5.2 Monthly Financial Report

Heather Copp reported that during the first 90 days of the year, SCAG was debt free 52 of those days. Also, the turnaround time for our invoices to Caltrans is getting shorter, with the last check received within 16 days of submittal.

SCAG will shortly undergo the Tri-annual Certification Review and will be inviting the board to a meeting to give them the opportunity to speak with FTA and FHWA about their role with SCAG. This should take place the afternoon of December 7 or morning of December 8.

## 6.0 CFO STAFF REPORT

Heather Copp also reported that SCAG is in the process of renewing the line-of-credit and are looking into raising the covenant from \$604,000 to \$700,00 per their request. If there are no issues with this, it will be executed so it will be available for the rest of the fiscal year.

For the DBE program, Jim Gosnell will act as the appeal representative.

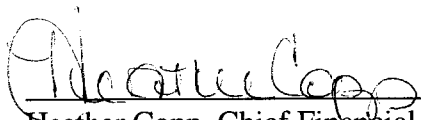
Heather Copp informed the committee that the 9<sup>th</sup> floor is being subleased with no changes to the terms and conditions.

## 7.0 FUTURE AGENDA ITEMS

## 8.0 ANNOUNCEMENTS

## 9.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 10:15 a.m.

  
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Heather Copp, Chief Financial Officer  
Staff to the Administration Committee